

16-100 ALLEGATION OF UNREPORTED PROPERTY/ASSETS

If the type of property is unknown, the WFI shall attempt to identify the type of property the participant is alleged to own.

16-101 CURRENT PROPERTY LIMITS**A. CalWORKs**

1. Real and Personal Property are combined. Non-exempt Real and Personal Property owned by a CalWORKs family/ participant shall not exceed \$2,000 combined. The home in which the participant and the AU reside is exempt.

B. Food Stamps (FS)

1. The Personal property limit (excluding automobiles) for a Food Stamp household is \$2,000. If the household includes a member(s) over 60 years of age, the Personal property limit is \$3,000.
2. Any Real property that produces income consistent with its fair market value is excluded as a resource if it does not cause the participant to have excess income. If the property is not being utilized, the fair market value of the property is considered in the personal property limitation.
3. A vehicle is exempt if the value of the vehicle is not over \$4,650. Any value in excess of \$4,650 is considered in the personal property limitation.
4. For a single person household, Personal property is limited to \$50 cash on hand, negotiable, and/or money in savings or checking account. For a two adult household, the Personal property limit is \$100 cash on hand.

C. General Relief (GR)

1. \$1,500 cash.
2. A vehicle is exempt if the retail value is not over \$4,650 regardless of how much is owed.
3. Any Real property may be used or not used as a home provided the total value does not exceed \$34,000 and the participant meets requirements in the L.A. County DPSS GR regulations.

Note: Lien must be signed on Real Property.

16-102**PERSONAL PROPERTY**

Personal Property includes:

- A. Bank Accounts
- B. Cash and securities
- C. Cash and surrender value of insurance
- D. Net market value of motor vehicles, boats, musical Instruments and recreational equipment.

16-103**INVESTIGATION OF ALLEGATION OF UNREPORTED PROPERTY**

The WFI shall complete the following to obtain evidence on allegations of unreported property or assets:

- A. Obtain photocopies and review the back of county warrants to determine if they were deposited into a financial institution. The WFI may interview representatives from banks, institutions or places where the participant regularly cashed warrants.
- B. Interview witnesses who may have knowledge about the participant's hidden assets. Attempt to obtain the participant's bank branch and account numbers, license or identification numbers of assets.
- C. If the participant is employed or has past employment, request employment information.
- D. Interview the participant and attempt to obtain signature on WFP&I 253, Release of Information - Financial Institution.
- E. If the participant refused to sign a WFP&I 253, discuss obtaining a search warrant with the SWFI.
- F. Clear license number, VIN # or other identification information with the appropriate agency (DMV, etc.).
- G. Contact DPSS Property Services Unit to obtain information on insurance policy values, boats, motor homes, stock and bonds, etc.
- H. If it is alleged the participant owns Real property, obtain "ID number, description and taxable value from:
 - 1. Any regional Tax Assessor's Office (see L.A. County Directory).

16-103 INVESTIGATION OF ALLEGATION OF UNREPORTED PROPERTY (continued)

2. Registrar - Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650
3. A Property Pro printout will provide the following information:
 - a. Address of Property
 - b. Owner's mailing address
 - c. Description of property
 - d. Sale / Loan information

17-100 OTHER ALLEGATIONS OF FRAUD**17-101 UNDOCUMENTED ALIEN REFERRALS**

The WFI shall complete the following for a referral alleging that an undocumented person resides in the AU's household:

- A. Determines the relationship, if any to AU.
 - 1. Investigates as a household composition referral because the undocumented person may be the absent parent.
 - 2. Investigates as an allegation of unreported earnings, if the undocumented person is alleged to have unreported income.
 - 3. Follows appropriate investigative procedures if the referral involves unreported real or personal property that affects the Aided Unit (AU).
 - 4. Discusses the referral with the SWFI, if the allegation involves an undocumented alien committing multiple case fraud or using false documents to obtain aid.

17-102 IN-HOME SUPPORTIVE SERVICES (IHSS)

- A. WFI shall review PA 140 referral to determine if referral is participant or non-participant (provider or relative of IHSS participant) fraud.
 - 1. Participant fraud - SSI recipient
 - a. Allegations that the IHSS Participant failed to report or intentionally reported incorrect information to Social Security Administration to qualify for SSI benefits are referred to the Office of the Inspector General.
 - 2. Participant/ Provider Fraud
 - a. The WFI shall investigate allegations that the IHSS Provider and/or the IHSS participant of recipient's family falsified IHSS timecards.
 - b. The WFI shall investigate allegations that the IHSS Provider, who is also a CalWORKs, General Relief or Food Stamp participant, failed to report earnings as an allegation of unreported earned income as outlined in Section 12-102 A (1 through 8).

17-103 ALLEGATION OF FRAUD IN CHILD CARE PROGRAM

- A. WFI shall review referrals received from We-Tip, Gain Regions, Resource and referral Agencies via ST1-17 (Request For Investigation-Suspected Child Care fraud).
- B. These referrals reflect a myriad of allegations i.e., household composition, falsified employment, unreported earnings, etc.
- C. Upon receipt of referral, WFI shall analyze and investigate referral as indicated by allegation.

17-104 DECEASED PERSONS MATCH (DPM)

- A. WFI shall review Social Security Administration abstract to determine if date of death shown on Deceased Person Match (DPM) abstract is prior or subsequent to the termination of aid.
- B. WFI shall complete FID and close referral as Administrative Disposition (G1) if CalWORKs and/or Food Stamp case was closed prior to date of death.
 - 1. Complete DPS 528 and returns to the CDSS Fraud Bureau.
- C. WFI shall conduct appropriate household composition investigation as outlined in Section 14-102 (A through G).

17-105 JAIL MATCH

- A. WFI shall review California Department Social Services (CDSS) abstract to determine if participant has been incarcerated in excess of 30 days.
- B. Jail Match manifests and abstracts received are fraud indicators only. Manifests/abstracts received in two batches, one batched by SSN and the other by name, DOB and sex. Both batches must be processed.
- C. WFI must conduct investigative procedures as outlined in WFP&I Administrative Memorandum 03-04 dated March 13, 2003.

17-106 CALIFORNIA YOUTH AUTHORITY (CYA) MATCH

- A. WFI shall review California Department of Social Services abstract to determine if aided minor (age 14 or older) is incarcerated in a juvenile facility.
- B. If it is determined that minor is incarcerated, WFI shall follow procedures as outlined in Section 14-100 through 14-101 (Household Allegation).

17-107 CALIFORNIA DEPARTMENT SOCIAL SERVICES (STATE REFERRAL)

- A. WFI shall review Fraud Hotline Referral (DPA 409) forwarded from the California Department of Social Services (CDSS) to determine the following:
 - 1. Los Angeles County is correct designation.
- B. WFI shall analyze and investigate referral as indicated by allegation.
- C. Return the bottom half of the DPA 403 to CDSS after completion of the investigation.

17-108 INVESTIGATION OF ALLEGATION WHEN INFORMANT HAS REQUESTED REWARD

WFI shall review referrals from We-Tip and Central Fraud Reporting Line (CFRL) hotlines when the informant has requested a reward to determine the following:

- A. Transcript of hotline call indicates informant requested a reward.
 - 1. Informant must provide name, address and/or telephone number if CFRL hotline was source of the referral.
- B. Allegation was not previously received from another source (i.e. IEVS match).
- C. WFI shall analyze and investigate the allegation(s) as appropriate.

17-109 SPECIAL ASSIGNMENT (SA-01)

The WFI shall review referrals generated by persons and Governmental agencies i.e., Office of Inspector General, Department of Justice, Immigration and Naturalization Service, District Attorney's Office, etc. as follows:

- A. WFI shall analyze and investigate these referrals as indicated by allegation.
- B. Submit periodic updates or "Fact Sheets" to SWFI on designated high profile referrals.

17-110 QUICK TURN-AROUND (QT) REFERRALS

The WFI shall investigate and thoroughly research referrals that fall below the projected monetary limit set by the District Attorney's Office. The investigation is to be completed within 30 to 60 days from date of assignment to closing.

- A. The referrals that met the criteria for the QT Unit are:
 - 1. Asset Match (Monetary issuance less than \$5,000 or Interest income less than \$1,000.)

17-110 QUICK TURN-AROUND (QT) REFERRALS (continued)

2. IEVS Referrals (i.e. ECS, DADA, PVS, NHR) with Quarterly income less than \$1,500.
3. BEER/IRS Match with yearly earnings less than \$5,000.
4. General Relief Cases with Monthly earnings less than \$600.00.
5. Discrepancy Income with (Net Earnings vs Gross Earnings.)
6. Early Fraud Referrals (Less than \$1,500.)
7. District Computations (Less than \$1,500)
8. UIB/DIB Income (Less than \$1,500)

17-111 MULTIPLE CASE FRAUD

The WFI shall:

- A. Discuss referral containing an allegation of multiple/duplicate aid fraud with the SWFI before completing any investigative activity.
- B. Immediately notify the SWFI if evidence of multiple/duplicate aid fraud is discovered during the investigation of another allegation.

17-112 MISUSE OF FUNDS

- A. WFI shall not investigate expenditure of participant's eligible benefits.

18-100 CONFIDENTIALITY

All information obtained during the course of the investigation, including the transcript of a telephone call to the CFRL or We Tip is confidential. Existing program rules regarding confidentiality of applicant and participant information also pertains to information received through IEVS.

18-101 FEDERAL TAX INFORMATION (FTI)

In addition, abstracts containing Federal Tax Information (FTI) including Beneficiary Earnings Exchange Record (BEER) and Internal Revenue Services (IRS) Asset Match are subject to strict security requirements. FTI abstracts must be stored in locked drawers or cabinets designated for this purpose. WFIs are to ensure the following precautions are followed:

- A. Abstracts containing FTI are to be filed and retained in the CFF and stored in a secure designated location.
- B. The FTI information is not to be removed from the WFP&I work area during the investigation of the fraud referral.
- C. FTI for investigations closed with Negative fraud findings shall be removed from the CFF and shredded prior to forwarding the CFF to WFP&I suspense.
- D. FTI for investigations with Positive fraud findings shall be removed from the CFF and stored in a designated locked file cabinet prior to sending the CFF to WFP&I suspense.

18-102 JUSTICE DATA INTERFACE CONTROLLER (JDIC) AND CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) PRINTOUTS.

The WFI must ensure that the following precautions are used when working with confidential JDIC and CLETS information:

- A. Stamps printouts obtained for investigations filed with the District Attorney "DAT FILE COPY" and files in the CFF.
- B. Shreds printouts obtained for other purposes immediately after information is no longer needed.

19-100 SCHEDULES FACT FINDING INTERVIEW

The WFI shall schedule a Fact Finding Interview when needed by completing the following as appropriate:

- A. Completes a WFP&I 262 (appointment letter to discuss results of investigative findings).
- B. Completes a WFP&I 308 (appointment letter to clarify eligibility due to unreported financial assets).
- C. Clarifies any employment, past or present, with the participant during this fact-finding interview. (i.e. IEVS may indicate one employer where the participant is no longer employed but he/she may currently be working else-where.)

NOTE: If the participant fails to keep their fact finding interview appointment and the case is active, the WFI shall notify the EW of the participants non-compliance. The WFI should advise the EW to take appropriate action.

20-100 INTERIM NOTIFICATION

If during the course of the investigation on a open case, evidence is obtained which indicates that the participant(s) is not eligible to all or a portion of the benefits received, the WFI must notify the Eligibility Worker as follows:

- A. Initiates a LEADER Future Action Control (FAC), User Control Request.
- B. The WFI may also telephone the EW or the ES and/or send a copy of the LEADER user Control Request to the District Fraud Liaison, as deemed appropriate.
- C. Enters the information regarding the eligibility status in the LEADER Case Comments screen.

NOTE: The Fraud Investigative Interim Report (WFP&I 23) is to be used only for Districts/Programs that do not utilize LEADER (IHSS, GAIN). A LEADER Future Action Control (FAC) is to be used to communicate with the Districts.

- D. Controls for a response from the EW within 10 workdays from the date the FAC was initiated.
- E. If a response to the FAC is not received within 10 working days, the WFI shall:
 - 1. Contact the EW / ES regarding the District's action to reduce, discontinue or deny aid.
 - 2. If the EW / ES cannot be contacted, the EW shall review LEADER to determine if appropriate action was taken.

21-100 IDENTIFIES AND PROCESSES INFORMATION RESULTING IN SAVINGS

- A. The WFI shall control for the receipt of a response from the EW that indicates the appropriate action has been taken based on the Interim Notification (FAC).
- B. The WFI shall compute Cost Avoidance (Savings) when the Fraud Investigation results in one of the following:
 - 1. Aid is discontinued
 - 2. Aid is reduced
 - 3. A pending application is denied
- C. The WFI shall:
 - 1. Complete the WFP&I Savings Report in duplicate.
 - 2. Forward the original Savings Report to the SWFI when the completed investigation is submitted for approval.
 - 3. File a copy of Savings Report on the right hand side of CFF.

22-100 COMPUTATION OF CASH OVERPAYMENT AND FOOD STAMP OVERISSUANCE**22-101 REQUEST TO COMPUTATION UNIT**

A. On investigations where evidence has been found to substantiate a fraud overpayment, the WFI shall:

1. Complete WFP&I 88 (Request for Computation) following the instructions on form.
2. Enter the date of computation request on Control Log.
3. Attach applicable documents substantiating fraud i.e., earnings statement, bank statement, affidavit of admission, etc.
4. Attach IBPS-3 (Confirmation Document), if available.
5. Complete and attach DFA 842 LA (Food Stamp Claim Determination Report), if applicable.
6. Review LEADER system to determine if existing overpayment/overissuance are part of fraud period.
7. Exclude months/periods of existing overpayment if grant adjustment has been implemented.

NOTE: Include amounts of excluded months in total overpayment if evidence obtained covers District's month(s).

8. Submit computation request if the District's period agree with the fraud period.

NOTE: This must be done so that WFP&I may program Potential Intentional Program Violation (PIPV).

9. Include Repayment Printout on all requests.
10. Submit to SWFI for review and approval.
11. Attach the required LEADER screens, broken down into four (4) categories, as follows:

a. Case Income Detail Summary

- Child/Spousal Support Income/Expense
- Dependent Care Expense
- Earned Income Summary
- Individual Attributes Summary
- Individual SSI/SSP Information

22-101**REQUEST TO COMPUTATION UNIT (continued)**

- In-Kind Income Summary
 - Liquid Assets Summary
 - Other Personal Property
 - Potential Available Income Summary
 - Real Property Summary
 - Room and/or Board Income Summary
 - Self Employment Income
 - Shelter/Utilities Expense Summary
 - Unearned Income Summary
 - Vehicle Summary
- b. Benefit Profile Summary - CalWORKs
- CalWORKs Grant
 - Dependent Care Expense
 - Child/Spousal Support
 - Authorization Final Disposition
 - Sanction Information
 - Auxiliary Issuance Summary
 - CalWORKs Diversion Summary
 - Claims by Case
- c. Benefit Profile Summary - General Relief
- Employability Status Summary
 - GR Grant Determination Budget
 - Eligibility Summary
 - Claims by Case
 - Discrepancy Monthly Determination
 - Request for GR Emergency
 - Auxiliary Issuance Summary
 - Authorization Final Disposition
- d. Benefit Profile Summary - Food Stamps
- Food Stamp Gross Income
 - Food Stamp Net Income Test
 - Federal Food Stamp Allotment Detail
 - Federal Food Stamp Allotment Determination
 - Claims by Case
 - Benefit Disbursement Monthly Detail
 - Issuance Summary
 - Shelter/Utilities Expense Summary

22-101 REQUEST TO COMPUTATION UNIT (continued)

e. Case Profile Summary

- Case Profile
- Maintain Section Profile
- Maintain Unit Profile
- Applications List
- Sanction
- Case Members
- Initial Inquiry Results
- individual Demographics Information
- Household Relationship
- Individual Attributes

22-102 RECEIPT OF COMPLETED COMPUTATION

A. Upon receipt of completed computation the WFI shall:

1. Review for accuracy
2. Log in receipt of computation on Control Log
3. Schedule repayment interview via PA 654 (Demand for Repayment) if CalWORKs case is closed.
4. Initiate PA 642 (Grant Adjustment) if CalWORKs case is open.

22-103 CONDUCTS RESTITUTION INTERVIEW

A. Initiates a PA 654 Demand for Repayment.

Note: A PA 654 is sent to the case address and to the participant's current address if a different address was identified as a result of the investigation.

- B. Schedules Appointment 10 working days from date PA 654 was mailed.
- C. Verifies participant's identity by requesting identification.
- D. Ensures that the person being interviewed is the participant (or the person related to the Assistant Unit and fraud overpayment) and proceeds as follows:
 1. Explains the County's findings of the Fraud overpayment without revealing evidence that may be used at a hearing or trial.
 1. Ensures participant understands how he/she caused the fraud overpayment without revealing the source of evidence, which could jeopardize a court case.

22-103 CONDUCTS RESTITUTION INTERVIEW (continued)

3. Explains the regulation(s) violated.
4. Always attempts to obtain a detailed PA 853 and document on the PA 334 any admissions made by the participant.
5. Asks the participant to make immediate full restitution.
6. If the participant agrees to make full or partial restitution, have the WFP&I cashier receive the payment and issue a copy of the numbered receipt to the participant and WFI.
7. If the participant signs a WFP&I 260 but cannot repay the total overpayment at once, the WFI stresses to the participant the minimum monthly amount acceptable for repayment. (See chart entitled "Repayment Schedule" in Section 23-101)
8. If the participant states he / she cannot make the minimum monthly payment the WFI shall:
 - a. Determine why the participant cannot make the minimum monthly payment amount. For example, list monthly expenses (i.e. utility bills, rent receipts, etc.) and monthly income.
 - b. Request that the participant complete an affidavit (PA 853) explaining why minimum payment cannot be made.
9. If it appears that the participant cannot make the minimum monthly payments, indicate the reasons on the PA 334.
10. Asks the participant to wait while WFI confers with the SWFI.
11. Submits CFF with documentation on PA 334 and the list / documents provided by the participant indicating his/her expenses and income verification to the SWFI.
12. If the SWFI agrees, he/she will determine and approve a reduced monthly repayment amount, documents the reason on the PA 334, and signs the PA 334 and PA 260.
13. WFI gives the WFP&I 260 to the participant to sign and date.
14. Retains the original WFP&I 260 and gives the first copy to the participant.
15. Files original and second copy of WFP&I 260 on the right hand side of the CFF.

22-103**CONDUCTS RESTITUTION INTERVIEW (continued)**

16. Documents any cash payment on the PA 334.
17. Request that participant acknowledge by initialing his/her signature on copies of the CA2s/JA2/CA 20s Statement of Facts Supporting Eligibility for assistance, CA7s/CW7s, Monthly CalWORKs Eligibility and Income Reports if this was not done at a previous interview.
18. Copies other evidence such as payroll checks, and CalWORKs warrants initialed by the participant.

23-100 REPAYMENT SCHEDULE

AMOUNT OF OVERPAYMENT	MINIMUM MONTHLY PAYMENT	APPROPRIATE PERIOD OF REPAYMENT	
		MINIMUM	MAXIMUM
\$ 10 to \$ 499	\$ 20	1 month	4 years
\$ 500 to \$ 999	\$ 40	2 years	4 years
\$ 1,000 to \$ 1,999	\$ 60	3 years	6 years
\$ 2,000 to \$ 3,999	\$ 80	4 years	8 years
\$ 4,000 to \$ 6,999	\$ 130	5 years	9 years
\$ 7,000 to \$ 10,999	\$ 150	8 years	12 years
\$11,000 to \$ 15,999	\$ 200	9 years	13 years
\$16,000 to \$ 24,999	\$ 260	10 years	16 years
\$25,000 to \$ Over	\$ 300	14 years	

24-100 SUBSTANTIATED FRAUD**24-101 SUBSTANTIATED FRAUD - POSITIVE (A1)**

A. When the total overpayment is \$1500 or more the WFI shall:

1. Closed Case
 - a. Schedule appointment via PA 654 (Demand for Repayment – cash only) if CalWORKs case is closed.
 - b. Obtain suspect's signature on PA 260 (Repayment Agreement) and admission of fraud via PA 853.
2. Open Case
 - a. Notify EW that Fraud Overpayment has been computed, input on LEADER Benefit Recovery system and overpayment collection is suspended.
 - b. Advise Computation Unit to release suspension of overpayment collection following notification from EW that appropriate NOA was initiated.
3. Complete WFP&I 113 (Investigative Report) annotating the allegation and evidence discovered to substantiate fraud.
4. Complete appropriate Witness Summary.
5. Attach computation documents (PA 426, DFA 842 LA).
6. Complete front of Central Fraud Folder
7. Complete Facts Input Document (FID - PA 933)
8. Input WFI closing data on LEADER.
9. Document closing summary on PA 334. Also, indicate file to be transferred to District Attorney Team (DAT) for prosecution screening.
10. Annotate closing code and destination on control log.
11. Complete WFP&I 32 (Unit Clerk Request From).
12. Submit CFF to SWFI for review.
13. Receive the "DAT" case from District Attorney's Office when it is determined that additional investigation is needed and does the following:

24-101 SUBSTANTIATED FRAUD - POSITIVE (A1) (continued)

- a. Input file number on LEADER
- b. Log file on control log as "prosecution".
- c. Complete FID indicating file number.
- d. Document PA 334 indicating reason file returned and plan of action to complete and/or correct investigation.

24-102 SUBSTANTIATED FRAUD - POSITIVE (B1)

A. When the total overpayment is less than \$1500 the WFI shall:

1. Closed Case
 - a. Schedule appointment via PA 654 (Demand for Repayment – cash only) if CalWORKs case is closed.
 - b. Obtain suspect's signature on Repayment Agreement (PA 260) and admission of allegation (PA 853).
2. Open Case
 - a. Notify EW that Fraud Overpayment has been computed, input on LEADER Benefit Recovery system and overpayment collection is suspended.
 - b. Advise Computation Unit to release suspension of overpayment collection following notification from EW that appropriate NOA was initiated.
3. Complete PA 113 (Investigative Report) annotating allegation of fraud and evidence discovered to substantiate allegation.
4. Attach computation documentation (PA 426, DFA 842 LA).
5. Complete front of Central Fraud Folder
6. Complete Facts Input Document (FID - PA 933).
7. Input WFI closing information on LEADER.
8. Complete PA 642 (Grant Adjustment) if CalWORKs case is open.

24-102 SUBSTANTIATED FRAUD - POSITIVE (B1) (continued)

NOTE: Neither the PA 642 (Request for Grant Adjustment) nor the PA 654 (Demand For Repayment) is required on Non-Assistance Food Stamp, General Relief or non-participant IHSS investigations.

9. Document closing summary on PA 334 and annotate submission of closing to Suspense.
10. Document control log with closing code and destination of file,
11. Complete WFP&I 32 (Unit Clerk Request Form)
12. Submit file to Supervising Welfare Fraud Investigator for review.
 - a. The WFI shall complete and initiate WFP&I 343 (WFP&I Director to District Director memo) requesting an additional search of needed information in situations where the investigation meets the criteria for District Attorney review and all evidence is/has been obtained except for missing District records/documents.

25-100 UNSUBSTANTIATED FRAUD**25-101 UNSUBSTANTIATED FRAUD - NEGATIVE (C-1)****A. Agency Error**

1. The WFI determines that an overpayment is due to agency error when there is evidence that:
 - a. The participant correctly reported all pertinent facts on the CW/CA7, CA 20, SAWs 2, JAWs 2, DFA 285, PA 898, etc.
 - b. The Department failed to take appropriate action on information received from a third person/party.
2. When closing an investigation as negative due to agency error the WFI shall:
 - a. Complete WFP&I 113 documenting the allegation and annotating the information that was reported and on which document.
 - b. Document the PA 334 with closing summary and destination of file to Suspense.
 - c. Complete Facts Input Document (FID - PA 933).
 - d. Enter closing code and destination on Control Log
 - e. Input closing data on LEADER.
 - f. Complete front of Central Fraud Folder (CFF)
 - g. Complete WFP&I 32 (Unit Clerk Request Form)
 - h. Submit CFF to supervisor for review.

25-102 UNSUBSTANTIATED FRAUD - NEGATIVE WITH POSITIVE ASSURANCE (D1)

- A. The WFI shall determine that an investigation is closed negative with positive assurance when there is evidence that proves the participant did not commit the allegations outlined in the fraud referral.

EXAMPLE: Central Fraud Reporting Line (CFRL) declared absent parent resided in aided household. WFI's investigation revealed both parents reported in household and aided.

- B. The WFI shall complete the following when closing investigation negative with positive assurance:

**25-102 UNSUBSTANTIATED FRAUD - NEGATIVE WITH POSITIVE ASSURANCE (D1)
(continued)**

1. Complete the WFP&I 113 listing the evidence that proves the participant did not commit welfare fraud.
2. Document the results of the investigation on the PA 334.
3. Complete Facts Input Document (FID - PA 933)
4. Document control log with closing code and destination of file to Suspense.
5. Input closing data on LEADER.
6. Complete front of Central Fraud Folder.
7. Complete WFP&I 32 (Unit Clerk Request Form)
8. Submit Central File Folder to supervisor for review.

25-103 UNSUBSTANTIATED FRAUD - NEGATIVE WITH NEGATIVE ASSURANCE (E1)

- A. A negative closing with negative assurance is determined when WFI is unable to substantiate allegation after a thorough search of all resources has been explored.
- B. When closing investigative file with negative assurance the WFI shall:
 1. Complete WFP&I 113 as follows:
 - a. Summarize the allegation
 - b. List all action taken and resources explored
 - c. Follow procedures outlined in 25-102 B (2 through 8).

25-104 UNSUBSTANTIATED FRAUD - NEGATIVE - ADMINISTRATIVE DISPO (G1)

- A. The WFI shall close an investigation as an Administrative Disposition only when authorized by WFP&I Administrative Staff.
- B. When closing an investigation as an Administrative Disposition, the WFI shall:
 1. Complete WFP&I 113 summarizing allegation and reason WFP&I Administrative Staff determined investigation to be closed.
 2. Follow procedures outlined in 25-102 B (2 through 8).

25-105 UNSUBSTANTIATED FRAUD - NEGATIVE (H1)

- A. WFI shall close investigation with Code H1 when all attempts to obtain the Case Record (paper case) from File Keepers Incorporated (FKI) were unsuccessful.

NOTE: At least two requests must be made to retrieve case records from FKI.

- B. When closing an investigation as negative (H1) the WFI shall:

1. Complete the WFP&I 113 documenting number of requests to FKI for retrieval of records.
2. Follow procedures outlined in 25-102 B (2 through 8).
3. Complete WFP&I 378 (Missing FKI/Boxed Closing Memo) and submit with closed Central Fraud Folder to SWFI for review.

25-106 UNSUBSTANTIATED FRAUD - NEGATIVE (J1)

- A. WFI shall close an investigation with Code J1 when all attempts to obtain the case record (paper case) from the District Office have failed.

- B. When closing an investigation as negative (J1) the WFI shall:

1. Complete WFP&I 113 documenting number of requests initiated to District Office for retrieval of records.
2. Follow procedures outlined in 25-102 B (2 through 8).
3. Complete WFP&I 379 (Missing Case Record from District memo) and submit with Central Fraud Folder to SWFI.

25-107 UNSUBSTANTIATED FRAUD - NEGATIVE (K1)

- A. WFI shall close an investigation with Code K1 when at least two attempts to obtain missing documents/forms from the District Office were unsuccessful.

- B. When closing negative code K1 investigations the WFI shall:

1. Complete the WFP&I 113 documenting number of requests made to the District Office for required documents/forms.
2. Follow procedures outlined in 25-102 B (2 through 8).
3. Complete WFP&I 380 (Missing Documents/Forms memo) and submit with Central Fraud Folder to SWFI for review.

25-108 UNSUBSTANTIATED FRAUD - NEGATIVE MISSING CA/CW 7 (L1)

- A. WFI shall close investigation with Code L1 when attempts to obtain missing CA/CW 7s from RCI Image Systems have failed.

NOTE: Effective November 1, 2002, CA/CW 7s are stored in District offices. CW 7s for periods prior to 11/1/02 are stored at RCI Image Systems.

- B. When closing negative code L1 investigations the WFI shall:

1. Complete WFP&I 113 documenting number of requests made to RCI for needed CW 7s.
2. Follow procedures outlined in 25-102 B (2 through 8).
3. Complete WFP&I 381 (Missing Documents from RCI memo) and submit with Central Fraud Folder to SWFI for review.

Note: If CA7's received after closing, request CFF from suspense and reassign for investigation.

26-100 CONCLUSION OF THE INVESTIGATION**26-101 COMPLETES INVESTIGATIVE REPORT**

- A. Once determination has been made whether or not fraud exists, complete a WFP&I 113 and does the following:
 - 1. Neatly print all of the information requested on the form, preparing an original and three (3) copies.
 - 2. Submit to SWFI for approval.
- B. After review by SWFI, make any corrections necessary on the WFP&I 113.
- C. Indicate on the WFP&I 150, Field Control Log, if the fraud findings were negative or positive, the closing code and the overpayment / over issuance amount indicated in the PA 426/PA 868.

26-102 CLOSES INVESTIGATION

Following the SWFI's approval to close the Investigation, the WFI shall:

- A. Forward the CFF for all non-prosecutable and negative investigations to suspense.
 - 1. CFF for negative and non-prosecutable investigations will be sent to FKI after 90 days (3 months).
- B. Forward Prosecution CFFs to FKI following sentencing of defendant (participant).
- C. Make necessary corrections and/or obtain additional evidence on investigations returned from DAT for amendment.
- D. Forward CFF for investigations rejected by DA to suspense.
 - 1. Discuss investigation with SWFI if WFI believes investigation meets qualification for telephonic rejection.
 - 2. Submit to Deputy Director for review prior to contact with District Attorney.
 - 3. Take appropriate action based on DA recommendation on telephonic rejection.